

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
Southern District of New York**

Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Secretary, GS-0318-5

SALARY RANGE: GS-5: \$ 35,309

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has known promotion potential to GS-0318-7. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties.

VACANCY ANNOUNCEMENT NUMBER: 10-SDNY- 29CI

OPENING DATE: 08/18/2010

CLOSING DATE: 09/01/2010

DUTY LOCATION(S): United States Attorney's Office, New York, NY

NUMBER OF VACANCIES: 1 Position, however, based on the staffing needs of this office, additional selections may be made through this vacancy announcement. Appointments will also be contingent upon the availability of budgetary funding.

CONTACT: Name: Human Resources
Phone #: (212)637-2650
Email: usanys.jobs@usdoj.gov

WHO MAY APPLY: All U.S. Citizens

DUTIES: The position is located in the Executive Division of the U.S. Attorney's Office, Southern District of New York. The primary duties consist of general clerical responsibilities as well as answering inquiries regarding the AUSA hiring process, initiating the security process for new hires and carefully reviewing security forms for accuracy. Maintains applicant files and schedules and coordinates interview schedules with the AUSA hiring committee.

QUALIFICATION REQUIREMENTS:

Experience: Applicants must possess either one year of specialized experience equivalent to the GS-4 level in the federal sector. Specialized experience includes experience in administrative clerical procedures such as maintaining a filing system, coordinating travel arrangements, handling routine inquiries, and ordering supplies; **OR**, Education: You may qualify if you have successfully completed four years of education above the high school level in any field. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university; **OR**, equivalent combinations of successfully completed post high school education and experience may be used to meet total qualification requirements. Transcripts are required if qualifying based on your education.

Applicants must be able to type 40 words per minute. Applicants must indicate their typing speed on their application/resume.

As a general rule, education is not creditable above GS-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHOD:

Applicants who meet the basic eligibility requirements will be further evaluated against Category Grouping criteria using the Knowledge, Skills, and Abilities (KSAs) listed below. Eligible candidates will then be placed for selection consideration into one of the three category groupings as described below. Candidates will be referred to the selecting official by Category Groupings with preference eligibles listed ahead of non-preference eligibles.

1. Qualified Category. Meets the minimum qualifications for the position.
2. Highly Qualified Category. Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the assessment questionnaire.
3. Best Qualified Category. Meets the qualifications described for the Qualified Category and excels on responses to the assessment questionnaire.

Knowledge, Skills, and Abilities:

- a) Skill in the use of office automation hardware/software to produce documents.
- b) Knowledge of the administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance, ordering office supplies and equipments, establishing and maintaining files).
- c) Ability to establish and maintain a filing system.
- d) Ability to communicate in writing.

- e) Ability to communicate orally.

HOW TO APPLY:

Resumes may be submitted to the mailing address listed below or sent electronically to:
usanys.jobs@usdoj.gov

Resumes must be received by 5:30 pm Eastern Standard Time by the closing date:

**U.S. Attorney's Office, SDNY
Attn: Human Resources
86 Chambers Street
New York, NY 10007**

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- * **Agreement** - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.
- * **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities as well as any associated training and development activities required for successful completion of the internship.
- * **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- * **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical elements, and have received a rating of Skill Level 3 (Fully Proficient) on each critical element of the IDP.
- * **Conversion to Career/Career-Conditional Appointment** - The federal career intern program is a two year excepted service appointment. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements, and subject to the availability of a suitable position at the end of the internship. Training will be provided during the internship period. Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at the following link:

<http://www.opm.gov/veterans/html/vetsinfo.pdf>

AGENCY REQUIREMENTS AND INFORMATION - Payment of relocation expenses will not be authorized. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

BENEFITS

The Federal government offers a number of exceptional benefits to its employees. Additional information about Federal benefits can be obtained at: <http://www.usajobs.gov/ei61.asp>